

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF GEORGIA
VACANCY ANNOUNCEMENT #2003-08**

POSITION: Records & Reproduction Clerk

LOCATION: Savannah Georgia

STARTING SALARY RANGE: CL-22 - Steps 1-25 (\$20,541 - \$25,697) DOQ

CLOSING DATE: Friday, July 11, 2003 by 5:00 p.m.

POSITION OVERVIEW

The Savannah clerk's office is accepting resumes for a Records and Reproduction clerk. The duties and responsibilities include but are not limited to sorting, classifying and filing case records; operating a variety of copying, imaging and automation equipment; retrieving files and making copies of records for court personnel, attorneys and others, as well as creating electronic images by scanning official documents for public access. Incumbent will maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents. Incumbent will prepare and ship records to the appropriate Federal Records Center for storage purposes and perform other duties as assigned.

GENERAL EXPERIENCE

Incumbent must be team player who is dependable, detail oriented and able to work in a multitask, fast-paced environment. This position encompasses a great deal of responsibility and requires a mature, self-motivated person with a professional attitude and the ability to work collaboratively. Qualified applicants should have one year progressively responsible clerical experience, good computer skills and good communication and interpersonal skills. This knowledge should include a positive customer service orientation, record-keeping, good keyboard skills with a demand for accuracy and quality assurance and regular use of a computer. A high school diploma or equivalent is required.

INFORMATION FOR APPLICANTS

Employees of the United States Bankruptcy Court are "AT WILL" employees and are required to adhere to a Code of Ethics and Conduct. The United States Bankruptcy Court's hiring procedures adhere to guidelines set out in the Court's Employee Dispute Resolution Plan. Due to the volume of applications usually received, the best-suited applicants will be invited for group testing and personal interviews.

- ◆ Applicants selected will be notified by telephone and/or mail;
- ◆ Candidates selected for interviews are subject to a full National Crime Information Center (NCIC) background check;
- ◆ The best suited applicant meeting the needs of the court will be selected;
- ◆ All appointees are required to be in a one-year probationary status;
- ◆ The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which actions may offer without prior written or other notice;
- ◆ Duty station assignments are at the discretion of the Clerk of Court;
- ◆ In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk of Court may elect to select the next top rated candidate from those who applied for the initial announcement without re-posting the position;
- ◆ Relocation and/or travel expenses will not be reimbursed;
- ◆ Appointee may be removed from this position at any time if, after reasonable on-the-job training, the appointee fails to perform at a satisfactory level;
- ◆ Applicants **must** be a U. S. Citizen or eligible to work in the United States;
- ◆ A mandatory electronic direct deposit of salary payments are required;
- ◆ Incomplete applications will not be considered. **No telephone or electronic inquiries will be permitted.**
- ◆ An Equal Opportunity Employer

Submit Resume with three Professional References via Facsimile or U.S. Postal Service to:

*United States Bankruptcy Court
Confidential Announcement # 2003-08
P. O. Box 8347
Savannah, GA 31412
or
Fax to: 912-650-4135*